



Policy Officer for Equalities and Labour Market

Do you want to play a crucial role in advocating equality for Transport Workers?

Why work for ETF?

- Do you want to be the voice of **5 million +** Transport Workers from **200 +** Transport Unions in **38** countries?
- Do you want to promote **Equality**?
- Are you pro **Fair Transport**?
- Are you committed to **Trade Union values**?

Function

As the **Policy Officer for Equalities and Labour Market**, you will play a **pivotal** role in coordinating **activities**, shaping **policy**, and representing ETF in various **forums**. You will enjoy a **varied role with diverse contacts** as well as room for **ownership and a career path**.

Key Responsibilities

- **Work Program:** Coordinate and implement **ETF's Equalities, (gender, youth, LGBTQI+)** and **Labour Market work programs**.
- **Campaigns:** Design and implement **impactful campaigns**.
- **Committees:** Plan and coordinate both the **Women's and the Youth's Committees' activities**.
- **Liaison:** Collaborate with the **ETUC and other ETUFs** as well as maintaining close contact with the **ITF's Women and Youth Departments**.
- **Meeting Management:** Organize, attend and animate meetings and **ensure effective follow-up in close cooperation with the dedicated Assistant**.
- **Research:** Carry out **in-depth pertinent** research.
- **SPOC:** Be the go-to-point of contact for **all affiliates, addressing their requests**.
- **Policy:** Draft **impactful policy documents, reports, position papers, etc.**
- **Representation:** Represent both the **Women's and Youth Committees** in internal and external meetings.
- **Databases:** Create survey databases, collect **input**, and prepare **analysis**.
- **EU Funding:** Submit and implement **EU co-funded projects**.
- **Collaboration:** Cooperate with all the other **Policy Officers** as well as all the **Communications Officers**.

Profile

- **Education:** Master's Degree in EITHER **Gender and Inclusion** OR **Sociology** OR **Political Sciences**.
- **Experience:** Minimum **4 years' experience in trade unions plus expertise in Equality and/or Labour Policies** is essential.
- **Values:** Strong **commitment** to trade unions values.



- **Language Skills:** Excellent written and spoken **English** is an absolute must, additional languages are always an asset in this **multicultural organisation**.
- **Communication:** Strong communication with the ability to **synthesize complex information and handle sensitive matters**.
- **Proactivity:** High level of **initiative and independence** in order to work effectively with **complex processes**.
- **Teamwork:** Ability to work **collaboratively in a fast-paced work environment** with a small team.
- **IT Skills:** Proficient in **MS Office**.
- **Travel:** Willingness and availability to travel **1/2 times per month**.

Offer

- **Competitive Salary + Representation 110 € net** and **Internet** at Home Allowance **30 € net**, Meal **Vouchers** of 7 €, Mobile Phone + **Subscription**, Laptop, Group **Insurance** (6% of gross salary), **Hospitalisation** (Discounted rate for family), 100% Public Transport **Reimbursement**.
- **25+ Paid** Holidays.
- Up to **2 days** teleworking/week.
- **34** hour week, **flexitime**.
- Fulltime **permanent** contract.
- A **Multicultural Dynamic Team** of 22.
- Weekly **Team Meetings**, 1 – 1 **Coachings**, Trainings with **External Experts**, Yearly **Development Appraisals**, **Team Building** Events.
- European **Travel** (1/2 times per month).

Hiring Process

- 1st Interview online with an **External Interviewer**.
- **Personality/Performance** Test followed by a Practical Assignment.
- 2nd Interview in person with **Livia Spera, General Secretary, (Your Future Manager)** and **Josef Maurer, Head of Operations, Central and Eastern Europe and Equalities**, (ETF covers reasonable travel costs for non-Brussels based applicants).
- Decision within **a week** of the 2nd interview.

Apply now!

- If you believe in the **value of Trade Unions?**
- If you are passionate about **shaping the future of Fair Transport?**
- If you want to be part of a team that makes a **real impact on the future of the transport sector?**

Apply here:

<https://etf-europe.talentfinder.be/en/vacature/97751/policy-officer-for-equalities-and-labour-market/>